



Republic of the Philippines  
**Department of Education**  
REGION VIII - EASTERN VISAYAS

February 25, 2026

**REGIONAL MEMORANDUM**

No. **247** s. 2026

**SEARCH FOR THE 2026 TINGOG LEADERSHIP EXCELLENCE AWARD  
FOR GRADUATING SENIOR HIGH SCHOOL STUDENTS**

To: Schools Division Superintendents  
All Others Concerned

1. This Office, through the Curriculum and Learning Management Division (CLMD), informs all Schools Division Offices and Senior High Schools of the conduct of the **Search for the 2026 Tingog Leadership Excellence Award for Graduating Senior High School Students**, a recognition program open to both public and private institutions that honors graduating learners who have demonstrated exemplary leadership, service, responsibility, and positive influence within their school and community.
2. The award is a formation-oriented program emphasizing that youth leadership is cultivated through participation, service, and accountability, and not merely through academic performance. It seeks to identify students whose consistent actions benefit others and strengthen the school community.
3. The guidelines, mechanics, and selection standards are hereby attached to this Memorandum for reference, guidance, and strict compliance by all participating schools. The deadline for the submission of all required documents is **March 13, 2026**, to allow the Tingog Awards Committee sufficient time to review and validate the submissions prior to the conferment of the award during the graduation ceremony.
4. For inquiries regarding the search, you may contact **Ms. Norvelyn F. Capaycapay-Quiminales, Tingog Leadership Excellence Award Program Coordinator**, at **0917-127-8902**.
5. Immediate dissemination of and compliance with this Memorandum are desired.

DEPARTMENT OF EDUCATION  
REGIONAL OFFICE - EASTERN VISAYAS

**RONELO AL K. FIRMO, CESO IV**  
Assistant Regional Director  
Officer-in-Charge  
Office of the Regional Director

Enclosure: As stated  
Reference: As stated

To be indicated in the Perpetual Index under the following subjects:

**SENIOR HIGH SCHOOL TINGOG LEADERSHIP EXCELLENCE AWARD**

CLMD-ESF



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## **TINGOG LEADERSHIP EXCELLENCE AWARDS**

Program Guidelines, Mechanics, and Selection Standards

### **Nature of the Program**

The TINGOG Leadership Excellence Awards (TLEA) is an institutional recognition program that honors graduating students who have demonstrated exemplary leadership, service, responsibility, and positive influence within their school and community.

The award is not primarily academic in nature. It is a formation-oriented recognition grounded in the belief that education must form not only competence but character. The program affirms that leadership among the youth is learned through participation, service, and accountability. It therefore seeks to identify students whose actions consistently benefit others and whose example strengthens the life of the school community.

The Awards shall be implemented annually in participating public and private educational institutions.

### **Program Objectives**

The program aims to encourage schools and students to value responsible leadership and active citizenship. Through recognition, the Awards seek to inspire graduating students to continue participating in community life beyond graduation and to serve as positive role models for younger students.

The program also intends to strengthen the partnership between schools and the wider community by recognizing that leadership formation is part of the educational mission. By identifying and honoring student leaders, the Awards promote volunteerism, cooperation, civic awareness, and social responsibility among the youth.

Ultimately, the Awards aim to establish a continuing network of young leaders in each locality who may later contribute to public service, civic engagement, or community development.

### **Categories of Recognition**

The Awards shall be granted in two categories.

The **Secondary Level Leadership Excellence Award** shall be conferred upon a graduating Senior High School or Junior High School student who has demonstrated leadership within the school environment or community activities connected to the school.

The **Tertiary Level Leadership Excellence Award** shall be conferred upon a graduating college or university student who has demonstrated leadership in campus organizations, civic initiatives, academic societies, or community programs.

Each participating institution may nominate one student per applicable category.

### **Award Rationale**

Leadership is understood not merely as the possession of authority, popularity, or position, but as a pattern of behavior consistently expressed over time. A student leader is someone whose presence improves a group, strengthens relationships, and encourages others to participate meaningfully in shared responsibilities. Leadership in this program is therefore measured less by titles held and more by influence exercised, particularly influence that is constructive, inclusive, and oriented toward the welfare of others.

A nominee may have served as an officer in a recognized organization, yet the award does not assume that holding office automatically demonstrates leadership. The program instead looks for evidence that the student actively carried responsibility, initiated activities, resolved difficulties, and sustained projects even when supervision was minimal. Leadership is shown when a student moves a group from inaction to participation, from conflict to cooperation, or from disorganization to purposeful activity.

Leadership may be visible in student government, campus organizations, academic societies, publications, performing groups, sports teams, outreach initiatives, peer tutoring programs, volunteer services, faith-based activities, or community efforts connected to the school. It may also be demonstrated informally, such as when a student mediates disagreements among classmates, mentors struggling peers, organizes collective responses to problems, or proposes solutions to school concerns and helps implement them responsibly.

The program also recognizes leadership that may not always be highly visible or publicly celebrated. Some students do not occupy prominent roles yet are consistently relied upon because of their reliability, initiative, and commitment. A student who regularly assists others, supports group efforts, and ensures that responsibilities are fulfilled demonstrates leadership just as meaningfully as one who leads large events or holds formal office.

The award especially recognizes leadership expressed through service. A nominee should show awareness that leadership is not primarily about recognition but about responsibility. The program seeks students whose example positively shapes the culture of the school and whose conduct encourages cooperation, discipline, and respect.

### **Eligibility Requirements**

To qualify, a nominee must be a graduating student for the current academic year and must be officially enrolled in the nominating institution. The nominee must have demonstrated leadership within at least one academic year and must have participated in an organizational, civic, or community activity.

The nominee must be endorsed by the school head and must be of good moral character with no record of serious disciplinary violation. The student must also be willing to participate in recognition activities connected with the award.

Academic performance alone shall not be considered sufficient basis for nomination. Leadership participation and responsible conduct are essential.

### **Selection Criteria and Evaluation Standards**

Nominees for the TINGOG Leadership Excellence Awards shall be evaluated based on a balanced assessment of leadership practice, service to others, personal conduct, academic responsibility, and future potential. The following weighted criteria shall guide the school's selection process:

<b>Criteria</b>	<b>Description</b>	<b>Weight</b>
Leadership and Organizational Responsibility	Demonstrated ability to lead organizations, manage activities, initiate projects, and mobilize peers toward constructive participation	35%
Service and Community Engagement	Active involvement in outreach, volunteer work, and initiatives benefiting the school or the wider community	25%
Character and Integrity	Evidence of honesty, accountability, discipline, respectfulness, and positive example among peers	20%
Academic Responsibility	Responsible fulfillment of academic obligations, including diligence, attendance, and good standing	10%
Leadership Potential and Vision	Initiative, problem-solving ability, and commitment to continue service and leadership beyond graduation	10%
	<b>Total</b>	<b>100%</b>

In evaluating nominees, schools are encouraged to look beyond isolated accomplishments and instead consider the student's overall record of conduct, participation, and influence throughout the course of study. The evaluation should take into account how the student interacts with peers, responds to responsibility, and contributes to the functioning of organizations or initiatives. Rather than focusing on a single activity, the review should examine patterns showing initiative, reliability, and the ability to carry tasks to completion.

Particular attention should be given to the student's ability to translate ideas into action. A strong nominee is one who implements projects, coordinates with others, and sustains activities long enough to produce real outcomes. Leadership often appears when students respond constructively to difficulties, and evaluators may note instances where the nominee helped resolve problems, mediated disagreements, or strengthened cooperation.

Service to others should be carefully considered. Committees may review whether the student's activities benefited classmates, younger students, the school, or the surrounding community. Participation in outreach activities, mentoring, volunteer service, and support for school initiatives beyond minimum requirements are indicators of genuine commitment.

Character and integrity are also essential considerations. Teachers and advisers may be consulted regarding the student's reliability, respectfulness, and accountability. A nominee should demonstrate consistent behavior across situations and should handle both success and criticism with maturity.

Academic responsibility forms part of the evaluation insofar as it shows discipline and balance. Leadership should not come at the expense of academic duties. Regular attendance and responsible completion of requirements support the student's credibility as a leader.

Finally, evaluators should consider leadership potential. The award looks not only at past actions but at readiness to continue serving others after graduation. A student who expresses commitment to contributing to society reflects the formative purpose of the recognition.

### **School-Level Nomination Procedure**

Each school shall establish an internal selection process appropriate to its structure. Schools may announce the program to graduating students and faculty advisers and may accept recommendations from teachers, organization moderators, or student affairs offices.

The school may create a review committee that screens candidates, reviews leadership records, and consults faculty members familiar with the nominees. Interviews may be conducted to understand the student's motivations, experiences, and future goals.

After review, the institution shall select one official nominee and prepare an endorsement.

The program proponent does not interfere with the internal school deliberations but may validate credentials prior to confirmation.

### **Suggested Composition of School Awards Committee**

Schools are encouraged to designate a committee composed of the School Head or Dean, a guidance counselor or student affairs officer, a faculty representative, and an organization adviser or moderator. The committee shall review records and prepare a brief evaluation supporting the nomination.

### **Required Submission Documents**

The school shall submit the nomination before graduation together with the required documentation. The submission should include the following:

- (a) Accomplished nomination form
- (b) Endorsement letter signed by the school head
- (c) Student leadership profile
- (d) Short narrative describing leadership activities
- (e) Certification of good academic standing
- (f) Photograph

Incomplete submissions may be returned for completion.

### **Submission Timeline**

Schools are encouraged to begin the process at least two months before graduation to allow adequate review. Submissions should be transmitted several weeks before the ceremony to allow confirmation and preparation of recognition materials.

Late submissions may not be processed in time for awarding.

### **Final Evaluation and Validation**

The program proponent shall review the submitted materials, verify the information when necessary, and confirm the awardee. Clarifications or additional documentation may be requested from the school.

Confirmation by the program proponent constitutes approval of the awardee.

### **Conferment of the Award**

Each confirmed awardee shall receive a TINGOG Leadership Medal and a Certificate of Recognition.

The award shall be presented during the graduation ceremony by an authorized representative of the program proponent in coordination with the school administration. When a representative cannot attend, the school may present the award on behalf of the proponent upon proper authorization.

### **Leadership Summit for Tertiary Level Awardees**

Students recognized under the tertiary category shall be invited to participate in a Provincial Leadership Summit organized by the program proponent. The summit is designed not merely as a ceremonial gathering but as a formative experience that brings together young leaders from different institutions within the same locality. Through this activity, awardees are encouraged to see themselves not only as individual achievers but as members of a community of responsibility.

The gathering intends to expose participants to discussions on civic responsibility, ethical leadership, and public service. Speakers and facilitators may share practical experiences that connect academic life with real social responsibilities. Participants may engage in dialogue, workshops, and collaborative activities that help them reflect on leadership challenges and responsibilities.

The summit also encourages interaction among students from different schools. Participants exchange experiences, share ideas, and develop mutual respect. The program may also establish a continuing network of awardees who may collaborate in future initiatives or volunteer activities.

Attendance is voluntary but strongly encouraged. Participants shall receive a certificate of participation in leadership formation activities.

## **General Policies**

The TINGOG Leadership Excellence Awards is an honorary recognition conferred upon deserving graduating students in accordance with these guidelines. The award does not constitute academic ranking, scholarship, or monetary compensation. Its purpose is to recognize leadership and encourage continued service after graduation.

Schools are expected to conduct the selection process carefully and responsibly. Submission of a nomination signifies that the school has reviewed the student's qualifications according to the standards of leadership, service, and conduct described in this program. The program proponent retains authority to review submissions and confirm eligibility.

The nomination must be transmitted before the graduation ceremony. The proponent may request clarification or additional documentation when necessary. A nomination may be declined if requirements are not met or if the level of leadership expected is not demonstrated. In cases where no suitable nominee exists, the award may not be conferred.

Any misrepresentation discovered during review may result in non-confirmation. Participation in the program constitutes acceptance of these policies and recognition that the award emphasizes responsibility and continued good conduct beyond graduation.

## **Effectivity**

These guidelines shall take effect immediately upon issuance and shall apply to all participating institutions for the current academic year and succeeding years unless amended.

## TINGOG LEADERSHIP EXCELLENCE AWARDS

Official Scoring Rubric and Evaluation Sheet

<b>Name</b>	
<b>School</b>	
<b>Category</b>	<input type="checkbox"/> Secondary <input type="checkbox"/> Tertiary
<b>Evaluator</b>	
<b>Date</b>	

Accomplished Nomination Form attached

### Rating Scale

Rating	Description	General Meaning
5	Outstanding	Consistent, sustained leadership with clear impact on others and the school community
4	Very Satisfactory	Strong leadership shown in multiple activities with positive influence
3	Satisfactory	Adequate participation and responsibility, but limited initiative or impact
2	Developing	Occasional involvement; leadership inconsistent or limited
1	Minimal	Little evidence of leadership or responsibility

### Leadership and Organizational Responsibility (Weight: 35%)

Evaluate the nominee's ability to lead, organize, and carry responsibility within organizations or activities. Consider whether the student initiated projects, held responsibilities effectively, coordinated teams, or improved participation.

Rating	Description
5	Led major organizations or projects; initiated programs; effectively mobilized others; demonstrated strong management and accountability
4	Held leadership positions and carried duties responsibly; organized activities successfully; encouraged participation
3	Participated actively and occasionally led tasks; fulfilled assigned responsibilities but with limited initiative
2	Held a position but performed mainly assigned tasks; limited evidence of leadership influence
1	Minimal participation; no clear leadership role

Score: \_\_\_\_\_ x 35 = \_\_\_\_\_ / 175

**Service and Community Engagement (Weight: 25%)**

Evaluate the nominee's commitment to service and contribution to others beyond personal benefit. Consider outreach activities, volunteer work, mentoring, and participation in projects benefiting the school or community.

Rating	Description
5	Consistent involvement in service initiatives; led or organized outreach activities; clear benefit to others
4	Regular volunteer participation and meaningful contribution to community or school service
3	Occasional involvement in outreach or volunteer work
2	Limited participation in service activities
1	No significant service involvement

Score: \_\_\_\_\_ × 25 = \_\_\_\_\_ / 125

**Character and Integrity (Weight: 20%)**

Evaluate personal conduct and reliability based on faculty and adviser feedback. Consider honesty, accountability, respectfulness, and trustworthiness.

Rating	Description
5	Exemplary conduct; highly trusted by teachers and peers; consistently models positive behavior
4	Responsible and respectful; dependable in most situations
3	Generally appropriate behavior with minor concerns
2	Inconsistent reliability or maturity
1	Conduct concerns or disciplinary issues

Score: \_\_\_\_\_ × 20 = \_\_\_\_\_ / 100

**Academic Responsibility (Weight: 10%)**

Evaluate how the student manages academic obligations while engaging in leadership.

Rating	Description
5	Strong academic standing; consistently responsible and diligent
4	Good academic performance; fulfills requirements responsibly
3	Acceptable academic performance

2	Academic responsibilities occasionally neglected
1	Academic difficulties affecting responsibilities

Score: \_\_\_\_\_ x 10 = \_\_\_\_\_ / 50

**Leadership Potential and Vision (Weight: 10%)**

Evaluate readiness for future leadership and commitment to continued service. Consider initiative, problem-solving ability, and long-term goals.

Rating	Description
5	Demonstrates clear vision, initiative, and strong commitment to future service
4	Shows leadership potential and clear goals
3	Expresses interest in leadership but limited direction
2	Uncertain future engagement
1	No evident leadership direction

Score: \_\_\_\_\_ x 10 = \_\_\_\_\_ / 50

**Total Scores**

Criteria	Weighted Score
Leadership and Organizational Responsibility	
Service and Community Engagement	
Character and Integrity	
Academic Responsibility	
Leadership Potential and Vision	
<b>Total</b>	

### Interpretation Guide

<b>Total Score</b>	<b>Suggested Evaluation</b>
425 - 500	Highly Recommended
350 - 424	Recommended
275 - 349	Qualified But Not Competitive
Below 275	Not Recommended

### Committee Certification

We certify that the nominee was evaluated fairly based on the established criteria.

<b>Signature of Evaluator</b>	
<b>Name of Evaluator</b>	
<b>Signature of Committee Chair</b>	
<b>Name of Committee Chair</b>	
<b>Date</b>	

## TINGOG LEADERSHIP EXCELLENCE AWARDS

Official Citation for Graduation Rites

The TINGOG Leadership Excellence Award is conferred upon graduating students who have demonstrated exemplary leadership, service, and integrity, and whose actions have strengthened both their school and community.

This recognition honors a student who did not merely succeed individually, but chose to help others succeed; who did not only participate, but took responsibility; and whose example encouraged cooperation, initiative, and respect among peers.

After careful review and confirmation, the program proponent is pleased to recognize

Name: \_\_\_\_\_

School: \_\_\_\_\_

for consistently demonstrating leadership through active involvement in school organizations, responsible fulfillment of duties, and meaningful service to fellow students and the community. Through initiative, reliability, and positive influence, the awardee has helped create a more supportive and participative environment within the school.

This distinction affirms that true leadership is measured not by position, but by the willingness to serve, the ability to unite others toward a common purpose, and the commitment to act with integrity even without recognition.

In recognition of these qualities, and as encouragement to continue using knowledge and talents for the good of others, the TINGOG Leadership Excellence Award, together with a medal and certificate, is hereby conferred this \_\_\_\_\_ of \_\_\_\_\_, \_\_\_\_\_, during the Commencement Exercises of \_\_\_\_\_.

May this honor remind the awardee that leadership does not end with graduation. Rather, it is a lifelong responsibility to contribute to society, uphold what is right, and serve with humility wherever life may lead.

## **TINGOG LEADERSHIP EXCELLENCE AWARDS**

Official Citation (Short Version)

The TINGOG Leadership Excellence Award honors a graduating student whose leadership was shown not only in achievement, but in service to others and care for the school community.

Today we recognize

Name: \_\_\_\_\_

School: \_\_\_\_\_

whose example encouraged cooperation, responsibility, and kindness among fellow students. By choosing to help, to listen, and to take initiative, the awardee made the school a better place for others.

In grateful recognition of this spirit of service, the TINGOG Leadership Excellence Award, together with a medal and certificate, is hereby conferred.

May this honor be a reminder that leadership continues beyond graduation.

Congratulations.

## **TINGOG LEADERSHIP EXCELLENCE AWARDS**

Sample Letter to School Heads

Dear School Head,

Warm greetings.

We are pleased to inform your institution of the TINGOG Leadership Excellence Awards (TLEA), a youth leadership recognition program that seeks to honor graduating students who have demonstrated exemplary leadership, responsibility, service, and positive influence within their school and community.

The program is founded on the belief that education forms not only competence but character. While academic achievement remains important, schools also play a vital role in shaping young people who take initiative, help others, and contribute to the common good. Through this award, we hope to recognize students whose leadership is expressed in service, cooperation, and integrity.

Your school is invited to participate by nominating one (1) graduating student for each applicable category:

- Secondary Level (Junior or Senior High School)
- Tertiary Level (College or University)

The selection of the nominee shall be conducted internally by the school through a process you deem appropriate. After your institution has identified its official nominee, the required nomination documents may be submitted to our office for final review and confirmation. We kindly request that nominations be transmitted ahead of your graduation ceremony to allow sufficient time for evaluation and preparation of the award materials.

Each confirmed awardee will receive a TINGOG Leadership Medal and Certificate of Recognition, which shall be presented during the school's graduation rites by an authorized representative of the program proponent, in coordination with your office.

In addition, all confirmed tertiary-level awardees will be invited to participate in a Provincial Leadership Summit, a formation activity designed to provide leadership training, peer dialogue, and civic engagement opportunities with fellow awardees from other institutions.

Enclosed with this letter are the Program Guidelines and the Nomination Form for your reference and use. Should you wish to participate, kindly coordinate with us through the contact details provided below.

We look forward to partnering with your institution in recognizing and encouraging young leaders who contribute to a culture of responsibility and service. Through your cooperation, we hope to inspire students to carry forward the values they learned in school into their future communities.

Thank you very much, and we hope your school will join us in this meaningful endeavor.

Respectfully yours,

[Name]

Program Coordinator

TINGOG Leadership Excellence Awards

## TINGOG LEADERSHIP EXCELLENCE AWARDS

Official Nomination Form

Please type or print legibly. Attach additional sheets if necessary.

### SCHOOL INFORMATION

Name of School	
School Address	
City / Municipality and Province	
School Contact Number	
School Email Address	
Name of School Head	
Position / Designation	

### CATEGORY

<input type="checkbox"/> Secondary	<input type="checkbox"/> Tertiary
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### NOMINEE INFORMATION

Name of Nominee	
Date and Place of Birth	
Sex	
Degree / Strand / Track	
Year / Grade Level	
Home Address	
Contact Number	
Email Address	
Expected Date of Graduation	

**LEADERSHIP INVOLVEMENT**

Please list the nominee’s major leadership roles and participation in organizations, projects, or activities (inside or outside the school). Include positions held and approximate dates.

Organization / Activity	Position / Role	Inclusive Dates	Major Contribution / Responsibility

**COMMUNITY SERVICE AND VOLUNTEER WORK**

Describe the nominee’s involvement in community or outreach activities. Indicate how the activities benefited others.

**LEADERSHIP IMPACT STATEMENT**

(To be completed by the School Awards Committee or Adviser – 300 to 500 words)

Please describe how the nominee demonstrated leadership, responsibility, and positive influence among peers. You may cite specific situations where the student initiated action, helped others, resolved difficulties, or contributed to the school community.

**STUDENT PERSONAL STATEMENT**

(To be completed by the Nominee – approximately 150 to 300 words)

In your own words, briefly describe what leadership means to you and how you hope to continue serving others after graduation.

**CERTIFICATION OF GOOD STANDING**

This is to certify that the above-named nominee is a graduating student for the current academic year, is currently enrolled in this institution, is of good moral character, and has no record of any serious disciplinary violation.

<b>Signature</b>	
<b>Name</b>	
<b>Position</b>	
<b>Date</b>	

**SCHOOL ENDORSEMENT**

The school hereby endorses the above-named student as its official nominee for the TINGOG Leadership Excellence Award. The school affirms that the nominee was selected through an internal evaluation process and meets the program's leadership standards.

<b>Signature</b>	
<b>Name of School Head</b>	
<b>Position</b>	
<b>Date</b>	

Official School Seal

**REQUIRED ATTACHMENTS**

Please attach the following:

- 2x2 or formal photograph of the nominee
- Student profile or resume (optional but recommended)
- Copy of latest report card or certification of academic standing
- Additional supporting documents (optional)

**SUBMISSION**

Submit this completed form together with attachments before the graduation ceremony to:

Incomplete submissions may not be processed.